



**Solicitation Information**  
**March 19, 2015**

**RFP# 7549429**

**TITLE: HOUSEHOLD/DORMITORY FURNITURE FOR RI CORRECTIONAL INDUSTRIES**

**Submission Deadline: April 16, 2015 at 2:30 PM (ET)**

<b>PRE-BID/ PROPOSAL CONFERENCE: NO</b>
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Questions concerning this solicitation must be received by the Division of Purchases at <a href="mailto:gail.walsh@purchasing.ri.gov">gail.walsh@purchasing.ri.gov</a> no later than <b>Monday, March 30, 2015 at 5:00 PM (ET)</b> . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.
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<b>SURETY REQUIRED: NO</b>
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Gail Walsh  
Chief Buyer  
Division of Purchases  
RI Department of Administration

Applicants must register on line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Note to Applicants:**

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

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**SECTION 1 -- INTRODUCTION**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections – Correctional Industries Division, is soliciting proposals from qualified firms for household and dormitory furniture, in accordance with the terms of this Request for Proposals (RFP) and the State’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.

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7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or [Raymond.lambert@doa.ri.gov](mailto:Raymond.lambert@doa.ri.gov).
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website [www.mbe.ri.gov](http://www.mbe.ri.gov) or contact [charles.newton@doa.ri.gov](mailto:charles.newton@doa.ri.gov).

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15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
  
16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

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**SECTION 2 -- BACKGROUND AND PURPOSE**

**BACKGROUND:**

The mission of Rhode Island Correctional Industries is to maximize inmate employment in producing products that are at least equal in quality and price to what the private sector makes available to our authorized customers. As an arm of the correctional system, Correctional Industries teaches marketable skills and good work habits. Our goal is to occupy inmates productively, preparing them for successful re-integration into society's workforce.

**PURPOSE AND INTENT:**

The purpose and intent of this Request for Proposal is to establish multi-source, fixed term contracts for the supply and delivery of household and dormitory furniture, as well as all related services, necessary to maintain a customized furniture component manufacturing program for the exclusive use of RI Correctional Industries. RI Correctional Industries is in the business of selling this type of furniture to its customers, most especially state colleges and universities.

Contract period is for three (3) years beginning at the date of the award. The State of Rhode Island shall have the option of extending for up to two (2) additional one (1) year periods at the same terms and conditions as the initial contract, including price, except for approved price increases.

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**SECTION 3 – PRODUCT AND GENERAL REQUIREMENTS/TERMS**

**3.1 PRODUCT REQUIREMENTS:**

The initial product lines covered by this RFP can include, but not be limited to, any or all of the following items:

Household /Dormitory furniture and accessories for:

- a. bedroom, dining room, living room
- b. kitchen, recreation room, patio
- c. chests/night stands, wardrobes
- d. loft bed systems, beds, desks, chairs

**3.2 GENERAL REQUIREMENTS AND TERMS:**

**3.2.1 Guarantees/Extended Guarantees/Warranties**

The successful bidders shall provide manufacturer's normal warranty but shall guarantee all items against manufacturing defects for a period of at least one (1) year from date of end customer's acceptance. Should defect occur, the successful bidder will repair or replace item(s) at no charge to the State. Such repair or replacement shall be guaranteed for a subsequent year. Warranties covering a longer period of time are to be listed in the pricing section of the bid.

**3.2.2 Delivery**

The successful bidders shall furnish a delivery schedule for each type of furniture as to time required for delivery after receipt of order. Delivery of all products shall be 45 days after order or sooner. R.I. Correctional Industries must be notified by phone at least forty-eight hours prior to delivery so that necessary arrangements can be made. Only certain delivery hours are available for different levels of secure correctional warehouses. Non-compliance with delivery hours may result in delivery delays.

**3.2.3 Packing & Shipping**

3.2.3.1 Packing for shipment shall be provided to adequately protect the product and insure safe shipment to its destination.

3.2.3.2 Shipping cases shall be marked to show the name of the supplier, R.I. Correctional Industries' shipping address, **Industries' shop order number**, and Industries' purchase order number.

3.2.3.3 Goods damaged in transit to R.I. Correctional Industries or to an end user via drop-shipment will be returned to the shipper for credit at the shipper's expense.

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### **3.2.4 Quality Control**

The successful bidders shall at no additional cost supply Correctional Industries control documents and in-house training to Industries' staff and inmates on the quality control procedures that will be required to produce and install both the subassemblies and finished products.

### **3.2.5 Sales and Marketing Support**

3.2.5.1 Sales and marketing training shall be on an ongoing basis and will be provided by the successful bidders at no additional cost to Correctional Industries.

3.2.5.2 Product Samples - The successful bidders will provide Correctional Industries with free product samples as requested to be utilized as a showroom for Sales and Marketing staff.

### **3.2.6. Training**

The successful bidders at no additional cost to Correctional Industries will be required to submit training outlines and estimated time required to adequately train all Correctional Industries' staff. All training and support will be supplied on an ongoing basis due to inmate and staff turnover.

### **3.2.7 Quantities**

3.2.7.1 R.I. Correctional Industries reserves the right to order any quantity necessary to meet the requirements of R.I. Correctional Industries' customer orders. No guarantee is made by R.I. Correctional Industries to purchase any amount of product from any bidder as a result of any price agreement offered by the bidder and approved by the State.

3.2.7.2 For bidding purposes, it is estimated that the total amount of volume to be generated as a result of the proposal shall be \$250,000.00 annually for R.I. Correctional Industries. The State will not be bound by any maximum or minimum quantities.

### **3.2.8 Payments**

3.2.8.1 Payment of invoices will occur only after goods have been received and there is proof of delivery, obtained either directly from the RI Correctional Industries Warehouse or the vendor in cases where a copy of the delivery slip(s) was not given to the Warehouse.

3.2.8.2 The State of RI operates on a net 30 payment schedule, therefore all payments will follow that timeline.

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**SECTION 4 –GENERAL PROPOSAL: PRICE LISTS & PRODUCT LITERATURE**

**4.1 Pricing**

Bidders must provide price list for each manufacturer's product line bid. The price list shall include unit list price by component and sub-assembly for each product, number of components for each product, product identification code for each finished and component part, and a part by part componentry list showing factory number for each part and identifying multiple stages of completion and average assembly hours for each product.

All prices quoted are net prices for component parts, completed sub-assemblies, or finished and/or unfinished parts, including all hardware and fasteners for complete assembly and installation by inmate workers within the State of Rhode Island. Prices shall be FOB delivered with all charges paid by the vendor.

Prices shall be firm for the first (1) year. At least sixty (60) days prior to the end of year one, successful bidders must apply in writing to the Division of Purchases for price adjustments for the period covering year two. The same sixty (60) day written notice must be given by successful bidders price adjustments for the third year and the optional two one year extensions of this contract.

Successful bidders will be notified by the Rhode Island Division of Purchases when the State of Rhode Island will exercise its option to extend the contract.

**4.2 Type of Furniture**

Bidders shall specify on price lists whether products are new or used/refurbished. New furniture must be current production, not discontinued items.

**4.3 Discounts**

Discount structure document must be provided. Discounts are to be applied against the price list submitted with the proposal. All bidders must specify in writing that the prices quoted R.I. Correctional Industries are the absolute lowest prices for the same product being offered to similar customers.

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**4.4 Manufacturer's Published Descriptive Literature**

4.4.1. Bidders shall provide latest manufacturer's descriptive specification literature for each manufacturer's product line. This also includes:

List of standard finishes and/or colors for each item included in the bid.

Swatch book of standard fabric available for each item of seating.

Samples of various grades of foam for upholstered seating.

4.4.2 In the event items are added to the accepted manufacturer's lines during the life of the contract, said additions will be made available to the State at the same discounts offered on the original bid proposal. All lines must be submitted in writing to the Division of Purchasing for approval, with a copy of the new catalog and price list.

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**SECTION 5 – CORE ITEMS COST PROPOSAL**

Please list net prices for core items listed below and include this page in your response.

<b>DORMS</b>	<b>QUANTITY</b>	<b>PRICE (NET)</b>	<b>ITEM#</b>
STANDARD BED	1	-----	-----
LOFT BED	1	-----	-----
3-DRAWER DRESSER	1	-----	-----
5-DRAWER DRESSER	1	-----	-----
ADA DESK	1	-----	-----
WARDROBE	1	-----	-----
STUDENT DESK	1	-----	-----
TV STAND	1	-----	-----
DESK CHAIR (2 OR 3 POSITION)	1	-----	-----
SOFA	1	-----	-----
LOVESEAT	1	-----	-----
COFFEE TABLE	1	-----	-----
DINING TABLE	1	-----	-----
DINING CHAIR	1	-----	-----
LOUNGE CHAIR	1	-----	-----

<b>GROUP HOMES</b>	<b>QUANTITY</b>	<b>PRICE (NET)</b>	<b>ITEM#</b>
HUTCH	1	-----	-----
RECLINER	1	-----	-----
DESK	1	-----	-----
RUG	1	-----	-----
LAMP	1	-----	-----
OUTDOOR PATIO FURNITURE	1	-----	-----
SOFA	1	-----	-----
LOVESEAT LOUNGE CHAIR	1	-----	-----
TWIN BED	1	-----	-----
FULL BED	1	-----	-----
COFFEE TABLE	1	-----	-----
END TABLE	1	-----	-----
DINING TABLE	1	-----	-----
DINING CHAIR	1	-----	-----
DRESSER	1	-----	-----
NIGHTSTAND	1	-----	-----
TV CABINET	1	-----	-----

**(CONT. ON NEXT PAGE)**

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<b>DORM OFFICE OR RA OFFICE</b>	<b>QUANTITY</b>	<b>PRICE (NET)</b>	<b>ITEM#</b>
WORKZONE OR FLEX DESK	1	-----	-----
DESK CHAIR	1	-----	-----
SIDE CHAIR	1	-----	-----
FILE CABINET	1	-----	-----
OVERHEAD STORAGE	1	-----	-----

**TOTAL PRICE \$** -----

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### SECTION 6 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [gail.walsh@purchasing.ri.gov](mailto:gail.walsh@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549429** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or [lynda.moore@doit.ri.gov](mailto:lynda.moore@doit.ri.gov).

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses should be mailed or hand-delivered in a sealed envelope marked “**RFP#7549429 Household/Dormitory Furniture**” to:

**RI Dept. of Administration**  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

**NOTE:** Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

### RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated ***bidder certification*** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A completed and signed ***W-9*** downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov) **Please include with original proposal only.**
3. A ***letter of transmittal*** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.

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4. **Letter of Release** - Attach a letter of release by an authorized official of the furniture manufacturer(s) to allow R.I. Correctional Industries the right to assemble, finish, install, market, and sell the proposed product under R.I. Correctional Industries' name without restrictions, royalties or licensing fees.
5. All general proposal items mentioned in Section 4, Pages 9-10: **Product Literature, Price Lists** with all required information, and **Discount Structure**.
6. **A separate, signed and sealed Core Items Cost Proposal** (Section 5, Page 11).
7. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in *electronic format* (**CDRom, diskette, or flash drive**). Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

### **CONCLUDING STATEMENTS**

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

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